

# (HSAP24) Satisfactory Academic Progress Petition

# 2023-2024

University of South Florida  
USF Health Financial Aid • 12901 Bruce B. Downs Blvd, MDC 42 • Tampa, Florida 33612-4799

Student's Name: \_\_\_\_\_

USF ID: U \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**IMPORTANT:**

- This form is only for use by students in the PA, DPT, MD or Pharm.D programs at USF Health.
- SAP eligibility is not reinstated for a semester that has ended. Petitions are reviewed in the date order received within 10 business days, but may take longer between semesters, and at the beginning of a semester when volume is heavier. You will be sent written notice of the decision.

If your SAP eligibility is approved in SAP probation status, **all classes must be taken at USF** for you to comply with the requirements of that status.

**Instructions:**

**Attach all required information listed below to this coversheet, and submit it at the same time. Incomplete petitions will be denied.**

**Petition Requirements:**

**Your Personal Statements** (cannot be provided by someone else and **must be typed**):

- 1. Personal Statement of Extenuating Circumstances** - Provide concise, factual statements that describe extenuating circumstances, such as personal injury or illness, family emergency, death of a close relative (e.g. parent, sibling or grandparent), or other exceptional circumstances that occurred during specific individual semesters/terms of enrollment in which you did not successfully pass all classes or received grades affecting your GPA. If you continually enrolled with an ongoing medical condition or personal circumstance, explain why you did not reduce your course load or stop attending to adjust to any personal limitations.
- 2. Personal Statement of what has changed** - Explain what has changed in your situation, and the steps you have taken to ensure that you will successfully complete all current and future classes and improve your GPA.
- 3. Supporting Documentation** - Attach date specific documentation (no pictures) for both 1 and 2 above that clearly documents each extenuating circumstance, and that documents changes and steps you have taken to improve your GPA and ensure successful completion of all classes. Do not provide originals, or your only copy, as all information is imaged and the paper copy destroyed.

Examples of acceptable documentation include:

- A signed, dated statement on professional letterhead from a doctor or other professional that confirms medical, legal, or other circumstances described in your personal statements, and whether these are now resolved.
- A copy of a police report or court document that includes a date, and information specific to what happened.
- A copy of a death certificate or funeral announcement that includes the date of death.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*USFHFAO Use Only:*

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